



Winston H. Hickox  
Agency Secretary

# Air Resources Board

Alan C. Lloyd, Ph.D.  
Chairman

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Gray Davis  
Governor

## MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco  
Safety Coordinator

DATE: December 2, 1999

SUBJECT: SAFETY MEETING IDEAS -- NOVEMBER 1999

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Suggested items to discuss during your next meeting are:

1. **Safety Warning**

The holidays are quickly approaching and with them, crime increases. If you see someone unfamiliar in the office, be a good neighbor and ask who they are and who they are there to see. Take them directly to that person. Report any suspicious behavior to Security. Don't leave any valuables on top of the desk or visible in your office. Recently, some blank checks were stolen from desk areas in the 2020 L Street building. So let's watch out for each other and keep our work area safe. Also, when you use your key card to access the building, don't let anyone you are unfamiliar with come in behind you. Safety is EVERYONE's business.

2. **Vehicle Accident on State Business?**

If you are in a vehicle accident while conducting state business, whether you are driving a state vehicle, a rental vehicle, or your own personal vehicle -- **YOU MUST FILL OUT A STATE STANDARD FORM #270**. The Standard 270 **MUST** be filled out as completely as possible and given to Cindy Francisco in person (2020 L Street, first floor) or via FAX (916) 322-5982 within **24 hours of the event**. The Office of Risk and Insurance Management (ORIM) handles our claims. It is mandatory that we notify ORIM **before** the other party makes contact. The faster a claim can be handled, the less expensive the claim can be. So, please, if you are in an accident, fill out the paperwork promptly!

3. **Fall is Here!**

The leaves are finally beginning to change their color and are beginning to fall. It's a beautiful sight; however, it also causes a safety hazard. Fallen leaves make

sidewalks and tile floors slippery. Use caution when walking on these types of surfaces during the winter months.

Document your meeting by using the Form HS-1 "Safety Meeting Report" which I've attached for your convenience. The record should be kept in your files for one year. If you have any questions about the suggested ideas for your meeting or anything else related to safety, I can be reached at (916) 323-1158 or [cfrancis@arb.ca.gov](mailto:cfrancis@arb.ca.gov).

Cc: Administrative Liaisons